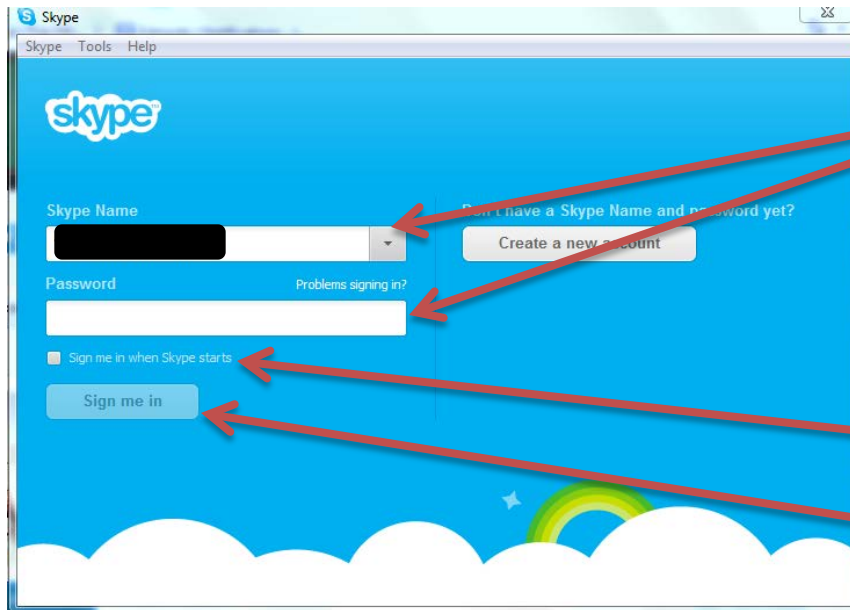
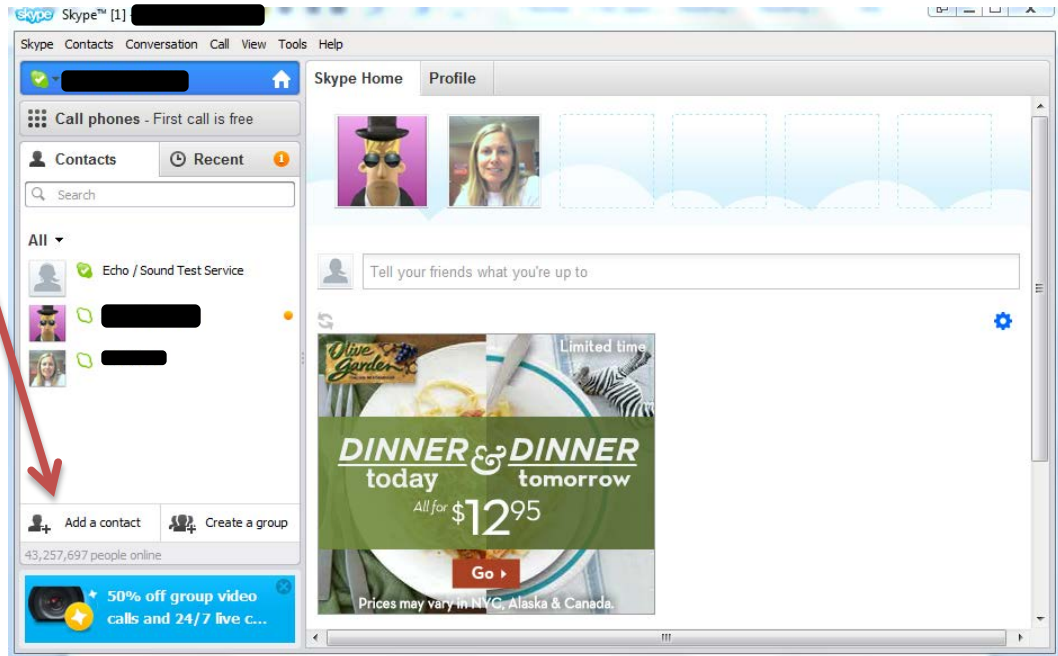


Skype: Adding Contacts



First, you'll want to pull up Skype on your computer. Then log in with your Skype name and password (if you haven't created an account yet please see the "Skype: Creating an Account" help doc. If you would like to be signed in automatically every time you pull up Skype, check the box next to "sign me in when Skype starts." Finally, click "Sign me in."

After you've logged in, your account should come up. It should look similar to the image below (you won't have any contacts, though). To add contacts, click "Add a contact" near the bottom left of the page.



The following box should come up:

Add a contact

If they're on Skype too, calls are free.

Enter all the details you know:

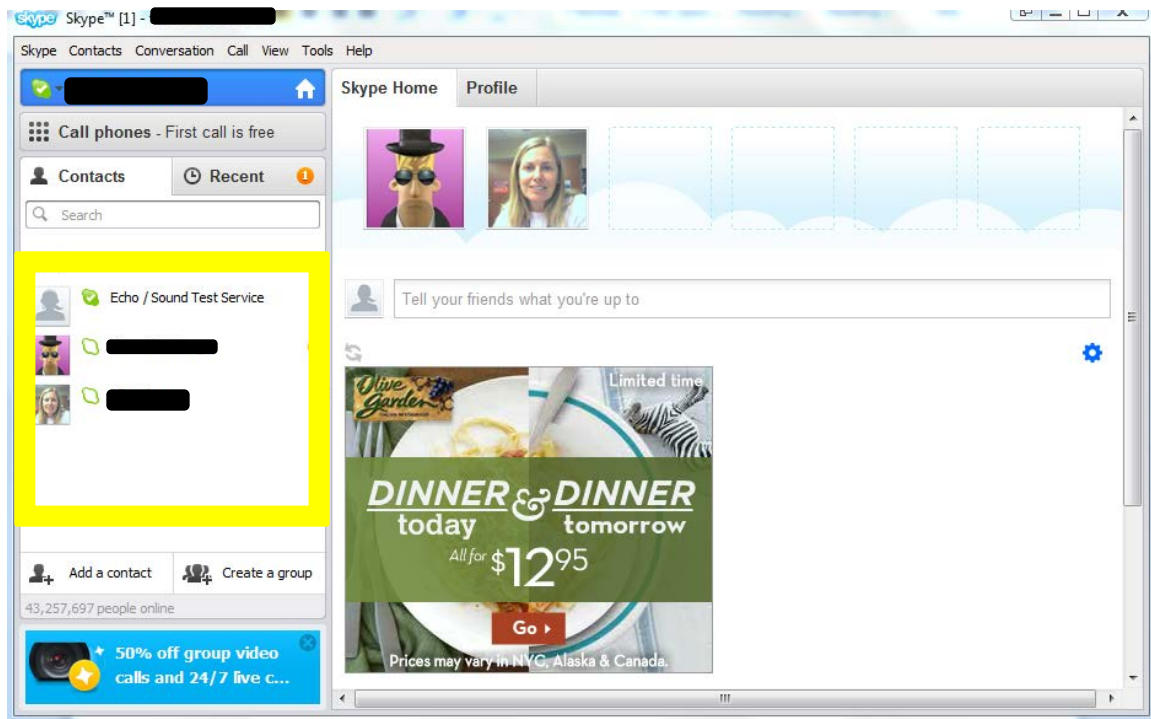
Email

Phone number

Full name

Skype Name

Fill in all the information you know about the person you would like to add to your contacts. Then, click the "+ Add" button at the bottom of the page. A request will be sent to them. If/when they accept, they will appear in the highlighted section of your Skype account (see image below).



Congratulations! You added someone to your contacts! To add someone else, repeat the same process 😊.